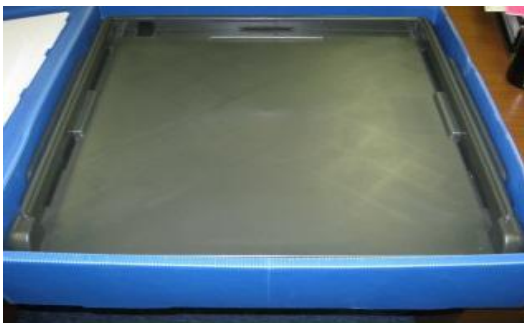# SETTING UP AND TAKING DOWN THE VOTING BOOTHS

NOTE: Refer to polling place diagram for placement of the booths.

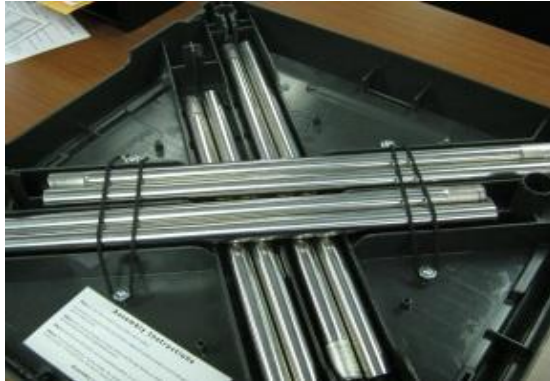
Voting Booth Set Up:

1. Retrieve the blue voting booth boxes.

2. Remove the voting booth from blue box. Place the privacy panel to the side.
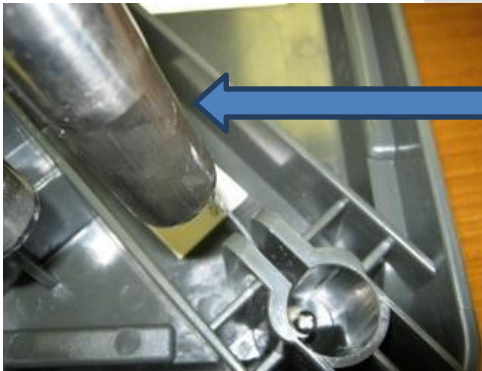

3. Remove the foam from the bottom of the voting booth and place it back in the blue box
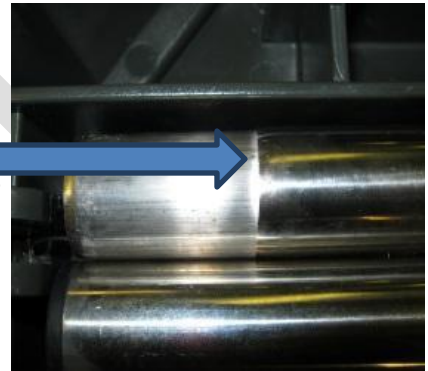
4. Lay the booth on a level surface (table or floor) with the legs facing up, release the leg retention cord and assemble each leg securely into the appropriate socket.

5. Screw the legs into the socket until secure. Make sure the brushed metal is no longer visible when securing legs.

Leg should be secured to the line where the brushed metal ends, as shown.

6. Use two people to place the voting booths onto their legs.

7. Place privacy panel in the open slots of the voting booth.

8. Place the voting booths where indicated on the polling place diagram found in the chief judges red notebook.

ADA Voting Booth(s):

1. Retrieve the blue box marked ADA Leg Adapter Kit from the transfer cart.

2. Leave regular legs secured with the retention cord in the voting booth.

3. Attach the ADA legs from the Kit.

4. Place the bowed legs into the front of the voting booth. Attach the straight legs into the back of the booth. **Note:** The front is identified by the latch on the side of the voting booth.

5. Use two people to set the voting booth(s) on their legs.

6. Place privacy panel in the open slots of the voting booth.

7. Place the ADA voting booth(s) where indicated on the polling place diagram found in the chief judges red notebook.

To close the voting booths:

1. Carefully unscrew each leg from the socket and return to the designated slot in the voting booth.

2. Use the label in the voting booth as a guide to return the legs properly.

3. Secure all four legs with the retention cord.

4. Place the foam backing on the voting booth and return to the blue box.

5. Return the ADA booth legs to the proper box.

6. Place the voting booths and ADA leg adapter kit(s) in the transfer cart.